

IN THE COURT OF COMMON PLEAS OF LUCAS COUNTY, OHIO

RE: TEMPORARY OPERATIONS PLAN IN  
RESPONSE TO COVID-19

\*  
\* ADMINISTRATIVE ORDER

Effective March 18, 2020 all non-essential employees are directed to stay home. Anyone directed to stay home will receive their normal full pay. No leave will be charged during this time. Specific staff will be identified by Court Administration as essential employees; these employees perform job duties that are absolutely necessary for services to be provided and/or that are needed for normal operations in support of the court.

- Effective March 18, 2020 all essential employees will be expected to continue to perform assigned duties, whether that is from home or at their normal worksite (whichever is practical for the work to be performed and as arranged with their department director).
- Employees who are essential employees must remain reachable and available in the event that they are needed to physically report to work to perform regularly assigned job duties. Absent verifiable & extenuating circumstances as communicated in a timely manner to management, essential employees must perform work when directed.
- Essential employees will receive their normal full pay and will also earn 5 hours of personal time for each work week. This time would need to be used prior to the end of calendar year 2021.
- Any work performed by an essential employee outside of their normally-scheduled work hours will still be considered overtime if it would otherwise qualify as OT under normal operating circumstances. This applies to call-out pay as well.
- If an essential employee subsequently has a documented/verifiable COVID-19 diagnosis, or is required by either a health care provider or the local health department to quarantine, then that employee will be temporarily considered to be a non-essential employee until they are cleared to return to work.
- Employees who are currently on an unpaid leave of absence will remain in that unpaid status until they are officially able to return to work, at which time their status will change to either an essential or non-essential employee.
- This order is in effect from March 18, 2020 through ~~April 11, 2020~~ <sup>MAY 4, 2020</sup> at which time the Court will re-assess the situation.

  
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